



Date: July 10, 2012

To: Thomas J. Bonfield, City Manager

Through: Wanda Page, Deputy City Manager

**From: Alethea C. Bell, Human Resources Director
Virginia H. Jones, Human Resources Manager**

Subject: 2012-2015 Professional On-Call Training/Consultants Recommendations

Executive Summary

Staff recommends that the City Council authorize the City Manager to execute master agreements for on-call professional services with the attached "On-Call" Professional Consultants" list of vendors identified below.

The list provides a flexible and effective way to respond to recurring consultant services covering a range of employee and professional needs. Staff would like to engage professional service consultants to provide training, facilitation, leadership development, organizational development services and special training programs on an "on-call" basis for a period of three years.

Recommendation

Staff recommends that the City Council authorize the City Manager to execute master agreements for on-call professional services with the firms identified below for the period July 1, 2012 through June 30, 2015.

On Call Professional Consultant Services List

1. Appleseed Consulting, LLC
Jim Ullman
124 Baldwin Drive
Durham, NC 27712
2. Butterfly Wings, LLC
Shirrell McNeil
1615 Dun Place
Hillsborough, NC 27278
3. Duke Professional and Personal Development Program
Judith C. Holder-Cooper
2220 West Main Street, Suite 400A
Durham, NC 27705

4. Ed Trek, Inc
Kimberly Devlin
1314 E. Las Olas Blvd, #415
Fort Lauderdale, FL 33301
5. ETR Services
Corre Robinson
311 New Bern Ave #27782
Raleigh, NC 27611
6. Fusion Multicultural Marketing & Communication
Iris Ramirez-Reese
415B East Chapel Hill St
Durham, NC 27701
7. Linda Vaughn, Inn
Linda Vaughn
109 Nolen Lane
Chapel Hill, NC 27516
8. Lynn Lawson & Associates, LLC
C. Lynn Lawson
8162 Waterford Circle, #206
Memphis, TN 38125
9. Prosidian Consulting, LLC
Adrian Woolcock
5500 Open Book Lane
Charlotte, NC 28270
10. Richardson & Associates Consulting, LLC
Alfred Richardson
2639 Umstead Rd
Durham, NC 27712
11. Solutions Life Coaching & Associates
Rachael Boone
8311 Brier Creek Parkway
Suite 105-413
Raleigh, NC 27616
12. The HR Group, Inc
Sandie Bateman
216 S. Swing Rd- Suite 4
Greensboro, NC 27409
13. Vision and Destiny Group
James R. McPherson
323 East Chapel Hill Street, # 3458

Durham, NC 27701

14. Workforce Enrichment , Inc
Gregory Nash
402 Southshore Parkway
Durham, NC 27703

Background

In the past City of Durham departments frequently contracted with professional consultants and failed to verify on an ongoing basis that the agencies are in compliance with the City of Durham's licensing and insurance requirements. This could lead to costly and difficult to resolve liability claims on the City of Durham. In an attempt to address this concern the City of Durham decided to request proposals from professional consultants and firms interested in partnering with the City to offer services. A final approved professional consultant list is then presented to City Council for consideration and approval.

Request for proposals to provide "on-call" professional services were solicited in March 2012. The Human Resources Department received qualifications from fifteen (15) firms. Human Resources staff requested assurances that all work will be in compliance with Federal State and local statutes including but not limited to equal employment practices, the Fair Labor Standards Act, the Equal Pay Act and the City's SDBE program. One firm failed to be considered in the review process because it failed to complete the SDBE forms as required.

A volunteer evaluation committee was organized and the members of the evaluation committee reviewed eligible submissions and made recommendations to Human Resources staff.

The firms listed above were selected as the professional consultants most suitable for meeting the City's needs for on-call professional services in training, facilitation, leadership development, organizational development services, special training programs, mediation and business coaching on an "on call" basis.

Issues and Analysis

Until recently the City solicited on-call vendors and professional consultants every two years. The current list expires on June 30, 2012. The attached 2012 list of contractual on-call vendors and professional consultants will remain effective until June 30, 2015.

The Human Resources Department reviewed and evaluated the review committee recommendations. The following criteria were used in the proposal evaluation process.

- a. Understanding the Project
- b. Methodology Used for the Project
- c. Management Plan for the Project
- d. Experience & Qualifications
- e. Contract Cost

The on call professional services list will allow City of Durham staff to select the consultants most suited to the particular professional services needed. This will also permit Staff to negotiate a scope and fee for service with another firm should negotiations with one firm prove unsuccessful.

Getting City Council approval for a professional consultants list eliminates the necessity for the various City of Durham departments to have to seek City Council approval each time they want to enter into a contract for professional consulting services.

Alternative

An alternative to Staff's recommendation is to continue to solicit on-call vendors and professional consultants every two years. Staff does not recommend this option.

Fiscal Impact

Cost incurred will vary with the actual contract (firm) selected. Each department that engages the services of a consultant will be responsible for payment of services.

SDBE Summary

It is a mission of the City to increase minority participation in the vendorship of the City's benefits programs. Human Resources and the Equal Opportunity/Equity Assurance (EO/EA) Department staff work closely with current vendors to help increase minority participation and the appreciation of diversity. EO/EA has reviewed the information for all of the vendors represented in this recommendation.

The EO/EA department collects quarterly EEO statistics from vendors. EO/EA has determined that recommended vendors are in compliance with the Ordinance to Promote Equal Business Opportunities in City Contracting. The compliance report from EO/EA has been submitted by staff. **See Attachment #1 SDBE Requirements.**

Attachments

1. SDBE Requirements

5 pages